



Industrial Laminates/Norplex, Inc.

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21 November 2007

Deborah Finger

ARTD/RESP U.S. Environmental Protection Agency

901 North 5th Street

Kansas City, Kansas 66101

Re: Letter of warning

Dear Ms. Finger:

This letter is in response to the Letter of warning/Request for Information resulting from the RCRA inspection of our facility conducted on May 17, 2007.

The following is a response to your list of 5 violations:

- 1.&2. Failure to properly mark and store universal waste lamps. As you know we corrected this situation prior to your inspector leaving on the day of inspection. To insure that this practice is maintained, we have added the universal waste lamp area to our weekly hazardous waste inspection sheet. (Please see attached.)
3. Failure to include requisite skills, education, or other qualifications in the Job qualifications. I have added this to the procedure per our conversation. (see attached)
4. Failure to document annual training. I (Scott Loven) did the training in 2004 and 2006. I do a review of the RCRA requirements prior to each years training. Marty Miller and Earl Gibson were not in the treater department during 2004 and started in 2006 after the yearly training. They had hazardous waste training on the job and will attend annual RCRA training in 2007. William Evens was terminated in 2004 so should have been on the roster. Earl Hendry, Dennis Hartson, Earl Gibson, Patty Duvel, Duane and Koenig did not work in the department in 2004 so did not require the training.
5. Failure to include location of the emergency response cart and failure to list the capabilities of the cart in the contingency plan. This page in the emergency response plan has been updated and is attached.

If you have any questions, please contact me.

Sincerely,

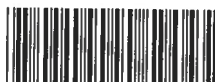
Scott Loven

Quality Assurance Manager

RESP RECEIVED

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RCRA RECORDS

IL/Norplex Hazardous Waste Training

40
CFR.16

New/Continuing Employee Training:

New employees, or others transferred into a job that includes working with hazardous waste shall receive classroom and/or on-the-job training to ensure compliance with 40 CFR 264.16. This training shall be completed within 6 months of being placed in that position. A review of initial Hazardous Waste training shall be conducted yearly.

HS&E manager	<u>Introductory training:</u> Within 6 months of starting position, attend an off-site course that covers the following RCRA hazardous waste topics: Overview, solid & hazardous waste identification, generator requirements, site management, RCRA compliance and enforcement, prevention, hazardous waste/materials transportation requirements, training requirements, packaging, emergency response.
HS&E manager	<u>Continuous training:</u> Yearly attend a course and/or review training material similar to that required for introductory training.
Treater II Operator Treater I Operator Treater Lead Receiving Note: Employees are not to work in an unsupervised situation until their training has been completed.	<u>Introductory training:</u> <ol style="list-style-type: none"> 1. Overview of RCRA and how it applies to Norplex hazardous waste. 2. Typical makeup of Norplex production chemicals and when and why they would become hazardous waste. 3. Health hazards associated with handling Norplex materials including hazardous waste. 4. Norplex procedure for handling hazardous waste, hazardous waste drum storage and accumulation locations, drum labeling requirements, and shipping requirements. 5. Rules covering 90-day storage, and satellite accumulation labeling. 6. Response to spills, including hazardous waste. 7. Response to fires that may include hazardous waste materials.
Treater II Operator Treater I Operator Treater Lead Receiving	<u>Continuing training:</u> <ol style="list-style-type: none"> 1. Overview of RCRA and how it applies to Norplex hazardous waste. 2. Typical makeup of Norplex production chemicals and when and why they would become hazardous waste. 3. Health hazards associated with handling Norplex materials including hazardous waste. 4. Norplex procedure for handling hazardous waste, hazardous waste drum storage and accumulation locations, drum labeling requirements, and shipping requirements. 5. Rules covering 90-day storage, and satellite accumulation labeling. 6. Response to spills, including hazardous waste. 7. Response to fires that may include hazardous waste materials.
Receiving-Hazardous waste shipment	In addition to the above listed training, new and continuous training will include instruction in the preparation of hazardous waste drums for shipment off site.

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Hazardous waste employees job titles

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Job title	RCRA job description
HS&E Manager <u>Education requirement:</u> 4 year college degree in Environmental, Engineering or Chemistry related field or 6 years of related work experience. Must be able to convey RCRA requirements to the required people in the plant.	Responsible for training employees who may be involved in creating, storing, or handling hazardous waste while working at the plant. Also responsible for training personal for contingency response including spills and fire. Oversee the plants RCRA compliance. Oversee the storage and shipment of all hazardous materials at/from the plant.
Receiving <u>Education requirement:</u> HS graduate/GED. Must be able to read work instructions and perform duties as assigned.	Applies shipping labels to hazardous waste drums, moves drums to 90-day storage area, loads truck for hazardous waste shipments. Assists HS&E manager in inspection of stored hazardous waste.
Treater II Operator <u>Education requirement:</u> HS graduate/GED Must be able to read work instructions and perform duties as assigned.	The treater operator may be asked to place spent production chemicals into hazardous waste drums. He/she may assist in the maintenance of the satellite accumulation and 90 day storage areas. May assist in spill response in the treater area. May place label/accumulation date on drum as appropriate. Ancillary training includes respirator usage, and hazardous communications.
Treater Lead <u>Education requirement:</u> HS graduate/GED Must be able to read work instructions and perform duties as assigned.	Oversees placement of spent production chemicals into hazardous waste drums. He/she oversees the maintenance of the treater satellite accumulation and 90 day storage areas, as well as hazardous waste spill response in the plant area. Oversees placement of label/accumulation date on drum as appropriate. Ancillary training includes incipient fire response, respirator usage, and hazardous communications.
Treater I Operator <u>Education requirement:</u> HS graduate/GED Must be able to read work instructions and perform duties as assigned.	Places spent production chemicals into hazardous waste drums. He/she maintains the satellite accumulation and 90 day storage areas. Would respond to spill's in the treater area. May place label/accumulation date on drum as appropriate. Ancillary training includes respirator usage, and hazardous communications. May also include incipient fire response training if on the emergency response team.
Compounder <u>Education requirement:</u> HS graduate/GED Must be able to read work instructions and perform duties as assigned.	The compounder mixes batches of chemicals for production purposes. He/she supervises the unloading of chemicals delivered to the work site, properly stores hazardous waste drums, collects spent solvents from the cleaning process, and responds to spill emergencies. May place label/accumulation date on drum as appropriate. Ancillary training includes respirator usage, and hazardous communications. May include incipient fire response if on the emergency response team.

Norplex Hazardous waste Job titles

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HAZARDOUS WASTE STORAGE AREA INSPECTION

ITEM	RESULTS		CORRECTIVE ACTIONS	
	Adequate or yes	Inadequate or no	Needed	Date Accomplished
AREA				
Hazard Sign				
Access				
Aisle Space				
Housekeeping				
Spilling				
DRUMS/LAMPS				
Waste Lamps properly stored				
Leakage or Spillage				
Grounded (if flammable)				
Date (if drum in 90 day)				
Damage				
Tops Secured				
Labels				
TANKS				
Leakage or Spillage				
Hazard Signs				
Piping Condition				
Valves Condition				
Tank Condition				
Tank Supports				
SECONDARY CONTAINMENT				
Surface Deterioration				
Cracking				
Leakage				
Water Accumulation				
SPILL KITS				
Complete Inventory				
DUST COLLECTOR				
Dust on Ground				
ROOF				
Particulates on roof				
EMPTY BARRELS				
Surface Deterioration				
Cracking				
Leakage				

**** CHECKS IN SHADED AREAS REQUIRE CORRECTIVE ACTION ****

Additional Comments:

Signature of HS&EQ Manager

(only HS&EQ Manager signature required
if also inspected by HS&EQ Manager)

Date: _____

Fire/ Explosion	Spill	Name	Work	Home
If needed	If needed	Postville Fire Dept.	911	
If needed	If needed	Postville police Dept.	911	
If needed	If needed	Waukon Hospital	(563) 568-3411	
Yes	Yes* primary	Dixie Doeppke	Ext. 237	(563) 539-4507
Yes	Yes *primary	Jim Gilbert	Ext. 222	(563) 382-2586
Alternate*	Alternate *	Pat Harms	Ext. 220	(563) 539-8085
Yes	Yes	Dave Lensing	Ext. 209	864-7138
If needed	If needed	Dr. McMullan	864-7221	

* If spill is a reportable quantity Dixie, Jim, or Pat as alternate shall call National Response Center at 800-424 8802

FIRE/EXPLOSION

If you need to report a fire:

Dial 477 Siren will sound. Stay on phone and announce where the fire is.

IE: "Fire in the 496 heat treat oven". All non-emergency response employees should evacuate the building immediately if the emergency involves a fire.

SPILL

Contact Emergency Response coordinator. Evacuate area/plant (see above) if spill poses fire, explosion, or inhalation hazard.

EMERGENCY EQUIPMENT AVAILABLE AT THE FACILITY

The Emergency response cart is located in front of the Maintenance Office.

Emergency Response Cart	
<ul style="list-style-type: none"> 4 SCBA units – max. time of 30 min. For plant search and rescue run thru after emergency 	<ul style="list-style-type: none"> 2 pairs Neoprene Gloves – for protection from blood borne pathogens
<ul style="list-style-type: none"> 4 Class A.B.C. Fire extinguishers – for use in the case of incipient fires 	<ul style="list-style-type: none"> 2 flashlights – for use in emergencies involving power outages and/or smoke
<ul style="list-style-type: none"> 2 sets of protective goggles – for eye from dust and debris 	<ul style="list-style-type: none"> 1 L.E.L. monitors – to check air quality before entering Confined space
<ul style="list-style-type: none"> Safety Harness – for use in overhead work and confined space rescue 	<ul style="list-style-type: none"> 1 Orange vest – recognition of emergency response team member
<ul style="list-style-type: none"> 1 100' rope – for use in confined space rescue 	<ul style="list-style-type: none"> 1 fire blanket – for use in fire emergencies with victims involved
<ul style="list-style-type: none"> 1 Oxygen indicator – for checking air quality for Confined space and LOTO procedures 	<ul style="list-style-type: none"> 1 first aid kit – for use by emergency response team members at emergency scene
<ul style="list-style-type: none"> 2 Emergency Oxygen Kits – for administering oxygen to victims overcome from smoke inhalation 	